

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 030-09

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: ADMINISTRATIVE ASSISTANT
FSN-105-8*; FP-06**

OPENING DATE: September 3, 2009

CLOSING DATE: September 17, 2009

WORKING HOURS: FULL-TIME; 40 hours per week

SALARY: Not-Ordinarily Resident (NOR):
Position Grade: FP-06
Starting salary: \$37,828 p.a.
(** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 8,576 p.a. (Starting Salary)
Position Grade: FSN-8
* Actual grade and salary will be based on the qualifications of the applicant.

Note: All ordinarily resident applicants must have the required work and/or residence permit to be eligible for consideration.

Note: USEFMs and EFM's defined below of U.S. Government Employees assigned to the Mission under Chief of Mission authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

The U.S. Embassy in Kuwait is seeking an individual for the position of an Administrative Assistant in the Aviation Missile Command Office (AMCOM) located at the Kuwait Air Force Headquarters, Abdullah Al-Mubarak Air Base.

BASIC FUNCTION OF THE POSITION

The incumbent serves as the Administrative Assistant to the Chief, U.S. Army Aviation and Missile Command (AMCOM) field office with responsibility for planning and executing the administrative management and logistics Management functions of the AMCOM Patriot and Apache field Office country program which operates under the Security Assistant Management Directorate of the U.S. Army Aviation and Missile Command, Redstone Arsenal, Huntsville, Alabama.

Duties include:

- Participates in the development, implementation, and administration of the Country Plan by providing, as specified and instructed, operating data for use in determining the feasibility of proposed new and/or changes to existing program operations from the standpoint of funds, staff, facilities, program implementation and administration phases through the coordination of all logistical support.
- Provides interface between AMCOM Security Assistance Management Directorate (SAMD), United States Army Security Assistance Command (USASAC) and the Kuwait Air Force (KAF) on Logistical and Supply issues.
- Personally performs the program's budget work, including actual preparation of funds obligating documents.
- Prepares a variety of statistical and accounting data relating to such program matters as the Resource Management System.
- Incumbent performs sub-cashier duties for the AMCOM office.
- Participates in arrangement for embassy-based administrative services by conducting studies of the scope of the Field Office administrative series needs and of the Embassy's support specifications and cost estimates, recommending whether needs will be met and whether cost are justified from the standpoint of the workload data and experience statistics.
- Personally performs the program's procurement actions, including market research, preparation of the procurement orders, requests, and funds obligating documents.
- During the absence of AMCOM's Senior Command Representatives (SCRs) or due to mission requirements, incumbent is authorized to sign purchase orders and requests.

QUALIFICATIONS REQUIRED:

1. At least two years of post secondary school study in Business Administration.
2. Three to five years of progressively responsible experience in two or more phases of administrative management which includes accounting or budgeting experience, particularly as related to the U.S. Army logistics field.
3. Level IV (Fluent) English.
4. Skill in the use of computer programs such as MS Word and MS Excel. (Computer skills will be tested).
5. Good knowledge of U.S. Army and applicable finance, procurement and contracting, travel and other administrative procedures, regulations and requirements and of the field office programs, materials, equipment and the unclassified version of the country plan.
6. Possession of a valid Kuwaiti driver's license.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Kuwait
Email: HROKuwait@state.gov

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:
- Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
- Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: COB September 17, 2009

An equal opportunity Employer

The US Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.